



Status: FINAL

Review Date: 19th April 2017

Reviewed by: Senior Leadership Team

Approval Date: 21st April 2017

Approved by: Board of Directors

Review Period: Three Years

Requirement: Optional

Delegation: Resources Committee / SLT

SAFER RECRUITMENT POLICY 2017 - 2020

1. Introduction

Ralph Sadleir School Governing Body has agreed to implement Policy on Safer Recruitment in line with Hertfordshire County Council recommendations and their model policy. A review will take place by the Personnel Committee three yearly.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible candidates to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young adults.

2. Statutory Requirements

- 2.1. The policy takes into account the provisions of 'Keeping Children Safe in Education' (DfE Sept 2015).
- 2.2. Ralph Sadleir School and the Governing Body will ensure that the statutory requirements for the appointment of some staff – notably the Headteacher and Deputy Headteacher – will be met. These requirements change from time to time and must be met.

3. Equal Opportunities

- 3.1. Ralph Sadleir School and the Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the presented characteristics listed in the Equality Act 2010, these being:
 - Age, disability, gender, reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

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- 3.2. Ralph Sadleir School has an Equality Policy which will be adhered to and links in to values and practices within the school community and makes reference to staff recruitment.
- 3.3. Ralph Sadleir School and the Governors will promote equality in all aspects of school life, including in regard to the recruitment of staff.

4. Identification of Recruiters

- 4.1. The school has four members of staff and two governor who have received accredited training in safe recruitment procedures. They are:
- Mr D Spong – Headteacher
 - Mr R Fuller – Deputy Headteacher
 - Mrs C McIver – Assistant Headteacher
 - Miss M Devine – Business Manager
 - Mrs H Loughran – Governor
 - Mrs S Forbes - Director
- 4.2. At least one accredited trained member from the above list will form part of the recruiting team.

5. Inviting Applications

- 5.1. Advertisements for posts – whether in newspapers, journals or online – will include the statement:
- “The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.”**
- 5.2. Advertisements for teaching posts will normally be advertised on the school website, TeachinHerts website and possibly a suitable national website/publication if necessary.
- 5.3. Advertisements for support staff vacancies will normally be advertised on the school website, local websites, or if required in a local newspaper, recruitment paper or local noticeboards.
- 5.4. In cases where a member of staff is employed but on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Resources and Audit Committee.
- 5.5. Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.
- 5.6. Advertisements will specify:

- the main subjects to be taught and/or the nature of any leadership allowance
- the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract
- the remuneration for the post will be expressed in term of the applicable pay scales, and
- the closing date for applications.

5.7. Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The school's Child Protection Policy
- The school's Safer Recruitment Policy (this policy)
- The selection procedure for the post
- An application form

5.8. All prospective applicants must complete, in full, an application form.

6. Short-listing and References

6.1. Short-listing of candidates will be against the person specification.

6.2. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

6.3. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

6.4. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of all exchanges.

6.5. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

6.6. Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young adults;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- The candidate's suitability for this post.

6.7. School employees are entitled to see and receive, if requested, copies of their employment references. This will be dependent on whether the referee has requested that the reference provided remains confidential.

7. Secretary of State Prohibition Orders (teaching roles)

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- 7.1. In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service, It is anticipated that this will be performed at the shortlisting stage but will in any case be made before any offer of employment is made.
 - 7.2. Prohibition Orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16-19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.
 - 7.3. Prohibition Orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

8. The Selection Process

- 8.1. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 8.2. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 8.3. Candidates will always be required:
 - To explain satisfactorily any gaps in employment;
 - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - To declare any information that is likely to appear on a DBS check;
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 8.4. Teaching staff will be required, in all circumstances, to give a demonstration lesson in front of a class of students and member/s of the interview panel or member of teaching staff. Leadership posts will require the candidate to undertake a series of tasks and possibly a series of interview panels.

9. Employment Checks

- 9.1. All successful applicants are required:
 - To provide proof of identity (e.g.: passport or driving licence photocard)
 - To complete a DBS application using HertsGuard and receive satisfactory clearance
 - Have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
 - To pass a prohibition from teaching check, where applicable
 - To provide actual certificates of professional qualifications, as deemed appropriate by the school

- To complete a confidential online health questionnaire and be deemed mentally and physically fit to perform the role
- To provide proof of their right to work in the UK (e.g.: passport)
- To provide proof of their current address (recent utility bill, bank or credit card statement)

9.2. Proof of identity, Right to Work in the UK and Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

9.3. Fitness to undertake the role

A confidential pre-employment online health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. An applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

9.4. Individuals who have lived or worked outside of the UK

When appointing a UK citizen who has lived overseas or a non UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country in which the applicant has specified that they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the school and has already provided the certificate, which can be used for future appointments providing there is no break in service.
- Applicants that have spent time overseas as part of Her Majesty's Service i.e. Army, Navy, Air Force.
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

10. Offer of Employment

The appointment of all new employees is subject to the receipt of:

- a satisfactory enhanced DBS Certificate and barred check list
- confirmation that the candidate does not live with a disqualified person (if the member of staff is expected to work with children under the age of 8)
- a check that the candidate is not subject to a prohibition order using the Employer Access Online Services (teachers only)
- receipt of completed health check questionnaire
- receipt of final references from previous employers
- a valid work permit from overseas candidates
- the candidates details have been added to the school's single central record.
- copies of qualifications and proof of identity have been seen and copied for the employee files.

The school reserves the right to not proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form, or if any of the documents referred to have been falsified in any way.

11. Single Central Record

The school will keep a single central record, referred to in the regulations as the register. The single central record must cover all staff (including supply staff and teacher trainees on salaried routes) who work at the school. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school.


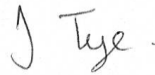
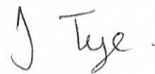
12. Induction

- 12.1. All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on Health and Safety and safe working.
- 12.2. Regular meetings will be held during the first 3 months of employment between the new employee and the appropriate line manager.
- 12.3. The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The staff will therefore provide ongoing training and support for all staff.

- 12.4. Staff will be required to read the Staff Code of Safe Practice and the school's Child Protection and Health and Safety Policy.
- 12.5. Staff will be required to read and sign to confirm that they have read and understood "Keeping Children Safe in Education" (DfE Sept 2016).

13. Policy Review

This policy will be reviewed every three years and/or in light of any changes in legislation or advice received from Hertfordshire / Essex Governance Services or the Department of Education (DFE) by the Resources Committee (a subcommittee of the Local Governing Body). The Board of Directors have delegated the ratification of the policy to the Resources Committee.

| Governance | Chair Person / Headteacher | Signature | Date |
|------------------------|----------------------------|---|-----------------------------|
| Senior Leadership Team | Mr D Spong |  | 16 th March 2016 |
| Board of Directors | Mrs J Tye |  | 17 th March 2016 |
| Board of Directors | Mrs J Tye |  | 21 st April 2017 |

Reviewable before April 2020.